



## **SHIRE of COCOS (KEELING) ISLANDS**

### **HOLIDAY HOME - PROPERTY MANAGEMENT PLAN**

**PROPERTY ADDRESS:** 39 Jalan Pantai Home Island Cocos Keeling Islands 6799 IOT

Number of Bedrooms: 6

Maximum Number of Occupants to Be Accommodated at Any One Time: 15

#### **PROPERTY MANAGER DETAILS:**

Name: Osman Macrae

Address: 40 Home Island Cocos Keeling Islands 6799 IOT

osmanmacrae@gmail.com

The nominated Property Manager will:

- Have day-to-day management of the holiday home; and
- Respond to complaints pertaining to guest behaviour within a reasonably expected timeframe.

#### **DETAILS OF RESERVATIONS ARRANGEMENTS** (please circle all applicable):

Property Manager

Internet (please specify): [www.cocoskeelingislands.com.au](http://www.cocoskeelingislands.com.au)

Other (please specify): [www.oceaniahouse.cc](http://www.oceaniahouse.cc)

#### **DUTIES OF PROPERTY MANAGER**

- Display the Code of Conduct, Property Manager Plan and Fire and Emergency Plan in the kitchen or living area.
- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people are staying overnight in accordance with planning approval conditions;
- Ensure the premises are registered with the Shire of Cocos (Keeling) Islands as a Holiday Home provider;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and recycling bins are put out and collected as required.

**ADDITIONAL INFORMATION (IF APPLICABLE):**



**SHIRE of COCOS (KEELING) ISLANDS**  
**HOLIDAY HOME – CODE OF CONDUCT**

**PROPERTY ADDRESS:** 39 Jalan Pantai Home Island Cocos Keeling Islands 6799 IOT

The following Code of Conduct governs guest behaviour and use of the property. Guests agree to follow the guidelines below, for themselves and any visitors they allow at the property:

**GUESTS:** Children should be supervised by a responsible adult (over 18 years of age) at all times. No unauthorised people are permitted to stay overnight.

**NOISE AND NUISANCE:** Guests agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and after midnight Friday and Saturday.

**VEHICLE PARKING:** Guests agree to use the parking spaces provided and not to park on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

**SHIRE REGULATIONS:** The guests agree to all Shire regulations, including noise and fire limitations.

**PREMISE CONDITION AND CLEANLINESS:** The guests agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Guests are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the guests stay will be paid for by the guests.

**FIRES:** The guests agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

**RUBBISH DISPOSAL:** The guests agree to contain all their rubbish in the bins provided. Guests are responsible for putting out and collection of the bins where their stay coincides with collection days.

Your collection day is: Monday

**KEYS:** At the end of the agreed accommodation term, guests agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the guests' expense.

**TERMINATION OF ACCOMMODATION:** If guests are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately, the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.



**SHIRE of COCOS (KEELING) ISLANDS**  
**HOLIDAY HOME – FIRE AND EMERGENCY PLAN**

**PROPERTY ADDRESS:** 39 Jalan Pantai Home Island Cocos Keeling Islands 6799 IOT

**FIRE SAFETY INFORMATION:**

The attached floor plan of premises clearly identifies the location of **compulsory hardwired smoke alarms, emergency exits and a fire evacuation route leading to the nearest main road.**

The floor plan may also detail the location of the following **non-compulsory fire safety instruments:**

- Fire Blanket (in kitchen);
- Exit Lighting; and
- Fire Extinguisher (minimum 2kg Powder AB (E)).

The attached floor plan is to be clearly displayed within the premises at all times.

**EMERGENCY CONTACT DETAILS**

**FOR ALL EMERGENCIES DIAL 000**

Property Manager: Osman Macrae

- Australian Federal Police: 9162 6600 (West Island Office / Emergency 24/7) Monday to Friday 7.00am – 3.00pm
- Shire of Cocos (Keeling) Islands: 9162 6649 (Monday to Thursday 7.00am – 4.00pm / Friday 7.00am – 12.00pm)
- IOT Health Centre: 9162 6655 (West Island) 9162 7609 (Home Island) Monday to Friday 8.00am – 4.00pm

**EMERGENCY INFORMATION**

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

- Radio 6CKI: 96 MHz FM (West Island) 102.7 (Home Island)
- Department of Fire and Emergency Services (DFES):
  - 9162 7777 (West Island)
  - 9162 7788 (Home Island)
- Shire of Cocos (Keeling) Islands: Phone: (08) 9162 6649 or Email: [info@cocos.wa.gov.au](mailto:info@cocos.wa.gov.au)